

May 2024

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
5	6 7:00pm City Council	7	8	9	10	11
12	13 6:00pm Muni Prop.	14 8:15am Privacy Commission	15	16	17	18
19	20 6:00pm Parks and Rec Commission 6:00 Tree Commission 7:00pm City Council	21	22	23	24	25
26	27 Memorial Day City Offices Closed	28 4:30pm Civil Service 6:30pm Finance and Budget 7:30pm Safety and Human Resources	29 6:30pm Parks and Rec Board	30	31	1



City of Napoleon, Ohio

*255 West Riverview Avenue, P.O. Box 151
Napoleon, OH 43545
Telephone: (419) 592-4010 Fax: (419) 599-8393
www.napoleonohio.com*

Memorandum

To: Board of Public Affairs, City Council, Mayor, City Manager, City Finance Director, City Law Director, Department Supervisors, News-media
From: Mikayla Ramirez, Clerk
Date: May 10, 2024
Subject: Board of Public Affairs Meeting Canceled

The regularly scheduled meeting of the Board of Public Affairs for Monday, May 13, 2024, at 6:30 pm has been CANCELED by the chair.



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Memorandum

To: Electric Committee, City Council, Mayor,
City Manager, City Finance Director, City Law
Director, Department Supervisors, News-media
From: Mikayla Ramirez, Clerk
Date: May 10, 2024
Subject: Electric Committee Meeting Canceled

The Electric Committee meeting scheduled for Monday, May 13, 2024, at 6:30 pm has been CANCELED by the chair.



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Memorandum

To: Water, Sewer, Refuse, Recycling & Litter Committee,
City Council, Mayor, City Manager, City Finance Director,
Law Director, Department Supervisors, News-media

From: Mikayla Ramirez, Clerk

Date: May 10, 2024

Subject: Water, Sewer, Refuse, Recycling & Litter
Committee Meeting Canceled

The regularly scheduled meeting of the **Water, Sewer, Refuse, Recycling and Litter Committee** for Monday, May 13, 2024 at 7:00 pm has been CANCELED due to lack of agenda items.

City of Napoleon


MUNICIPAL PROPERTIES, BUILDINGS, LAND USE, AND ECONOMIC DEVELOPMENT COMMITTEE

SPECIAL MEETING AGENDA

Monday, May 13, 2024 at 6:00 pm

LOCATION ~ Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

1. Call to Order
2. Approval of Minutes- May 15, 2023 (In the absence of any objections or corrections, the Minutes shall stand approved)
3. Discussion/Action: City owned property
4. Adjournment.



Mikayla Ramirez, Clerk

City of Napoleon, Ohio
MUNICIPAL PROPERTIES, BUILDING, LAND USE AND ECONOMIC DEVELOPMENT COMMITTEE
MEETING MINUTES
Monday, May 15, 2023 at 6:30 pm

PRESENT

Committee Members	Molly Knepley-Chair, Jason Maassel, Joe Bialorucki
City Manager	Andrew Small
City Staff	Billy Harmon- Law Director
Others	News-media
Recorder	Marrisa Flogaus

ABSENT

Committee Member

CALL TO ORDER

Knepley, Chair of the Municipal Properties, Building, Land Use and Economic Development Committee, called the meeting to order at 6:30 pm.

APPROVAL OF MINUTES

Hearing no objections or corrections, the minutes from the January 09, 2023 Municipal Properties Committee meeting were approved as presented.

EXPAND NORA DISTRICT

Bialorucki stated I had a citizen ask me if we could expand the NORA District to include the VFW. I told them we could look into it and bring it to committee. I asked them why they would like the district to expand and they advised it would bring more foot traffic. Small stated I did a little bit of homework. My biggest concern is that foot traffic would go through a residential area. With the expansion eight residences would be in the district. The current district is bounded by commercial enterprises with the exception of two homes. I shared my concern with the police chief and asked his input. He advised he had no problems with the NORA District. His only issue would be that the expansion would travel through a residential area. Maassel replied that's tough for me to put that through a residential area. If we do this will we be encouraged to follow suit in other ways? I like the NORA District being in the downtown area. I think it's brought a lot to downtown and I know I've enjoyed it a couple of times. Bialorucki stated I tend to agree. To me it doesn't make a lot of sense. Plus, it could open up a can of worms. How much further would someone else want? Knepley replied I'm nervous about what else it would open up. Bialorucki stated the reason we did this is because we wanted an area in our downtown where people could walk from one establishment to another. I don't think it was intended to go outside that immediate area. Harmon stated I was here to hopefully talk you out of it, but it didn't come to that. We need to renew every five years, which is exactly now. If you could recommend to Council to direct the law director to draft renewal legislation. Bialorucki stated our rules are set up that you can only get one drink per person. I'll share an experience I had with that rule. My wife and I were at the pocket park with our dog listening to a Napoleon Football game. I was going to get a drink for the both of us. I remembered I could only get one at a time, so I had to make two trips. I don't see a need for it to only be one. Maassel asked if you would limit it to two? Bialorucki replied yes. In my opinion we would have to respect the establishments. They're not going to give a 21 year old three drinks to take outside. It would be up to the establishments if they want to card everyone taking out drinks. Harmon stated if I recall this was a discussion 5 years ago. This could certainly be brought forth to full Council to discuss. I would just like to dig into the rules and statutes first. I'm fairly certain we could amend it to two, but I



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Mayor

Joseph Bialorucki

Members of Council

- J. Ross Durham-President
- Brittany Schwab-President Pro-Tem
- Kenneth Haase
- David Cordes
- Robert L. Weitzel
- Tom Weaver
- Jordan McBride

City Manager

J. Andrew Small

Finance Director

Kevin L. Garringer

Law Director

Billy D. Harmon

Mayor, Council President, and Members of Council,

In preparation for the Municipal Properties, Building, Land Use and Economic Development Committee meeting Monday evening, I compiled a list of City-owned properties, their size and current use. The properties (5) highlighted in blue are properties I plan to discuss in greater detail at the meeting.

<u>Location</u>	<u>Acres</u>	<u>Use</u>
CR 15-A	5.03	NPD Firing Range
CR 11-C & CR O	2.00	South Side Substation
E. Maumee Ave.	29.4	Forest Hill Cemetery
CR 13	2.98	North Side Substation
E. Riverview Ave.	12.2	Vorwerk Park
Commerce Dr.	37.62	Solar Field (East)
Commerce Dr.	24.39	Solar Field (West)
Independence Dr.	4.09	Operations – Salt Barn
Independence Dr.	1.45	Operations – Salt Barn
E. Riverview Ave.	4.09	Stone Drive to WWTP (thru to E. Washington)
Industrial Dr.	5.01	Operations Building
Enterprise Ave.	2.90	Industrial Substation
Enterprise Ave.	1.97	Industrial Substation
Enterprise Ave.	0.55	Industrial Substation
Enterprise Ave.	0.93	Industrial Substation
W. Main St.	0.60	Main Street Parking Lot (6 parcels)
W. Main St.	2.34	Canal Basin (2 parcels)
S. Perry St.	0.58	Veterans Park
E. Front St.	14.0	E. Riverdowns Park (25 parcels)
Glenwood Ave.	0.33	Parking Lot on Corner of Glenwood and Main
W. Maumee Ave.	14.18	Oberhaus Park
E. Maumee Ave.	0.83	Palmer Ditch Pump Station
E. Washington St.	12.4	Waste Water Treatment Plant (2 parcels)
Welsted St.	3.57	Water Treatment Plant (4 parcels)
Vocke St.	0.65	Water Tower (north)
Perry St.	0.17	Parking Lot
Shelby St.	0.24	Parking Lot
Monroe St.	0.29	Parking Lot
Glenwood Ave.	3.05	Glenwood Substation

Glenwood Ave.	15.92	Wetlands Property (north of US24)
Oakwood Ave.	20.09	Oakwood Park – Bike Trails (2 parcels)
Oakwood Ave.	51.9	Oakwood Park (including pond, football and baseball/softball fields)
Oakwood Ave.	11.5	Yard Waste Facility
Oakwood Ave.	6.09	Railroad ROW Between Oakwood and Scott St.
Oakwood Ave.	0.27	Municipal Court in Oakwood Plaza
Oakwood Ave.	3.6	Fire Training Facility and Parks/Rec Building
W. Riverview Ave.	1.00	Raw Water Intake
W. Riverview Ave.	2.40	City Building and Fire Station
W. Riverview Ave.	1.26	Parcel Immediately West of Fire Station
Glenwood Ave.	77.1	Includes Golf Course, Pool and Ballfield
Glenwood Ave.	15.68	Glenwood Cemetery
Glenwood Ave.	1.34	Police Department
W. Riverview Ave.	4.7	Ritter Park
W. Riverview Ave.	6.37	Boat Launch
S. Perry St.	0.23	Water Tower (south)
Wayne Park Dr.	12.32	Wayne Park
Commerce Dr.	7.71	CORF (Clean Ohio Revitalization Fund) Property
Commerce Dr.	1.89	Retention Pond (storm water from Commerce and Interchange)
Commerce Dr.	12.91	Wetlands Property (2 parcels)

In addition to the properties listed, there are dozens of City-owned right-of-way parcels on the Auditors website that I chose not to add to the listing.

If you have any questions, please feel free to contact me.

Andy



The image shows the contact information for Andy Small, City Manager of Napoleon, Ohio. On the left is the Napoleon logo, which features a stylized building and the text "Napoleon Heartland Values, Flowing Opportunities". To the right of the logo is a signature of Andy Small. Below the signature, the text reads: "NAPOLEON – CITY MANAGER", "255 WEST RIVERVIEW AVENUE", "NAPOLEON, OHIO 43545", "(419) 592-4010", and "jasmall@napoleonohio.com". There are small icons for a location pin, a telephone, and an email envelope next to the address, phone number, and email address respectively.



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Mayor, Council President, and Members of Council,

Listed below are the five (5) parcels on which I would like to focus discussion at Monday evening's Municipal Properties, Building, Land Use, and Economic Development Committee meeting:

1. Commerce Drive Parcel

- a. 12.91 Acres
- b. Purchased 12/29/2021; Purchase Price \$90,000
- c. Determined to be wetlands
- d. Zoned I-2
 - i. Open Industrial
- e. Currently applying for All Ohio Future Fund \$\$ for Mitigation
 - i. Work with CIC to market the property

2. Commerce Drive CORF (Clean Ohio Revitalization Fund) Property

- a. 7.71 Acres
 - i. Request to split property to 2 parcels
 1. 2.75 Acres
 2. 4.96 Acres
- b. Zoned I-2
 - i. Open Industrial
 1. permissible use: Outside Storage
- c. Reporting requirements for transferee per EPA Environmental Covenant

3. Glenwood Avenue Wetlands Parcel – 1602 Glenwood Avenue

- a. 15.92 Acres
- b. Purchased 12/03/2012; Purchase Price \$50,000
- c. Zoned C-4
 - i. Planned Commercial

4. E. Riverview Ave. Property

- a. 4.09 Acres
- b. Built stone road Fall, 2023 from Riverview Ave. to E. Washington St.
 - i. to be utilized during rebuild of E. Washington Street
- c. Future plans
 - i. Add stone parking lot for Parks/Rec vehicles
 - ii. Potential site for Parks/Rec storage building

5. W. Riverview Ave. Property

- a. 1.26 Acres
- b. Parcel created 08/15/2023
- c. Zoned C-1
 - i. General Commercial
- d. Immediately west of fire station
 - i. Utilized by Parks/Rec for vehicle storage
- e. Future plans
 - i. Work with CIC to market the property

If you have any questions, comments, or concerns, please don't hesitate to contact me.

Andy



City of Napoleon, Ohio

PRIVACY COMMITTEE

SPECIAL MEETING AGENDA

Tuesday, May 14, 2024 at 8:15 am

LOCATION: Council Chambers, 255 West Riverview Avenue, Napoleon, Ohio

- 1) Approval of Minutes – November 14, 2023. (In the absence of any objections or corrections, the Minutes shall stand approved)
- 2) Review Policies/Procedures for Identity Theft Protection
- 3) Report from Staff
- 4) Adjournment.


Mikayla Ramirez, Clerk

PRIVACY COMMITTEE MEETING MINUTES
Tuesday, November 21, 2023 at 8:15 am

PRESENT

Committee Members Tony Cotter-Chair, Shannon Fielder, J. Andrew Small
City Staff Lori Rausch-Utility Billing Supervisor
Kevin Garringer-Finance Director
Recorder MARRISA FLOGAUS

ABSENT

CALL TO ORDER

Cotter, Chair of the Privacy Committee, called the meeting to order at 8:17am.

APPROVAL OF MINUTES

The minutes from the May 9, 2023 meeting were approved as presented.

REVIEW POLICIES/PROCEDURES FOR IDENTITY THEFT PROTECTION

No changes.

REPORT FROM STAFF

Rausch reported the policies and procedures are working. We had three issues and they are were caught.

September 8, 2023 – Positive pay on City check 149553 in the amount of \$1,245.26 showed up for us to approve. Lori noticed when approving that this check had already been paid and the name of the vendor was changed on the check from a business to a person. The check went through Atlanta and after calling F & M they stated there have been issues with the Atlanta area. F & M reimbursed the City the \$1,245.26 that was paid to the person. The case was reported to PD and fraud report was filed with Officer Rubio.

September 13, 2023 – The golf course had a customer that was disputing charges with their credit/debit card in the amount of \$36.00 and \$12.00. The city wrote a letter to merchant services showing that the customer did use their card at the golf course and had used it in the past. The charges were not reimbursed to the customer, and we assume they forgot it was for the golf course as it typically shows up as City of Napoleon.

October 20, 2023 – Stone Oak Property Management contacted the Utilities Department that there was a charge made on their account in the amount of \$150.82 and they do not have any accounts in Napoleon, Ohio as they are out of Texas. After reviewing the charge, it was found that a resident at 224 W Main St was using their banking information to make payments on his account. We reviewed this and found he was using other business accounts out of Texas to pay his bill. Stone Oak Property requested a reimbursement, and it was reimbursed through iCloud. The case was turned over to PD and Officer Rubio.

Cotter asked if Rubio was a detective? Small replied no. Cotter asked if Rubio got to the bottom of things? Garringer stated we just usually make a police report. The case that's out of the City there's not much we can do. For the person who actually lives in town then they can pursuit that a little bit more. We basically have to report it because it's a theft. We typically don't hear back from them a lot of time. The case in Atlanta we were told by the bank that we should consider sending the money ACH electronic payment because Atlanta's a hot bed for checks being stolen. They scrub it, retype it and try to cash it. Rausch stated they use a different font and everything. Garringer stated however, we continue to send checks and they go through. The only thing I would say about the golf course incident is that we were aware that the person used it before and after. The only thing that could have helped our cause in this case is if the cameras were recording and kept a record. To me it was a slam dunk case if we had that. Small asked if the individual forgot they used their card

at the golf course? Rausch replied he must have because he's used it several other times. Cotter stated he was a member. If he wasn't a member I know he played on a pretty regular bases. He just didn't think he played golf that day. Our staff was relatively sure he did. Fielder asked if there was any way to make it show up golf course? We get a lot of calls thinking its utilities. Cotter replied its possible were switching to a new point of sale. You won't get anything from the golf course through authorize anymore. We're moving to Light Speed. Garringer asked if Light Speed would be used at the pool as well? Cotter replied no. Garringer stated we had a city employee who thought it was a payroll deduct, but it was a credit card coming out of their account. Small asked if the last one was initiated in Napoleon? Rausch replied yes, on West Main. He took information from several different property managements in Texas to pay his utility bill. Only one has asked for reimbursement. We called and talked to the other one, but they haven't done anything. Garringer stated the good and the bad of Invoice Cloud is that we've expanded ways for people to pay. When you get a faceless payment from a faceless person as long as it goes through we're good. It's the unfortunate cost of doing business. We're are typically made whole. We also hold the power to shut their utilities off as well. That's just something that were going to see more often.

ADJOURNMENT

Motion: Fielder Second: Cotter
to adjourn the Privacy Committee meeting at 8:25am.

Roll call vote on the above motion:

Yea- Cotter, Fielder, Small

Nay-

Yea-3, Nay-0. Motion Passed.

Approved

Tony Cotter - Chair



City of Napoleon, Ohio

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Memorandum

To: Board of Zoning Appeals, City Council, Mayor, City Manager, City Finance Director, Law Director, Department Supervisors, News-media
From: Mikayla Ramirez, Clerk
Date: May 10, 2024
Subject: Board of Zoning Appeals – Cancellation

The regularly scheduled meeting of the Board of Zoning Appeals set for Tuesday, May 14, 2024 at 4:30 pm has been CANCELED due to lack of agenda items.



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Memorandum

To: Planning Commission, City Council, Mayor,
City Manager, City Finance Director, City Law
Director, Department Supervisors, News-media

From: Mikayla Ramirez, Clerk

Date: May 10, 2024

Subject: Planning Commission – Cancellation

The regularly scheduled meeting of the **PLANNING COMMISSION** for Tuesday, May 14, 2024, at 5:00 pm has been *canceled* due to lack of agenda items.